



DBE Supportive Services Program

DBE Professional Services Task Force Meeting

Date:	Tuesday, November 24, 2015
Time:	Meeting 9:00 a.m. – 11:00 a.m. (Sign- in at 8:45 a.m.)
Location:	ADOT State Transportation Board Room – 206 S. 17 th Avenue, Phoenix
Security:	Please be prepared to show valid ID at security desk upon arrival

AGENDA

1. Welcome and Introductions - Frank Rivera, Professional Services Task Force Chair
2. State Engineer's Office Report - Steve Boschen, Assistant Director for ITD and Jesse Gutierrez, Deputy State Engineer for Statewide Operations
 - Project Look-Ahead: Funding and Timeline
3. Engineering Consultants Section Report - Mike DenBleyker, Manager
 - ECS Contracts and Performance
4. Business Engagement and Compliance Office Report - Vivien Lattibeaudiere, Manager
 - Organizational Chart
 - Loop 202 Update
 - Technology - ADOT Business Coach On Demand
 - Tina Samartinean, Contract Compliance and Training Officer
 - DBE Goals & Utilizations to Date
 - Update on Revised Contract Language
 - Tracee Houston, DBE Certification Manager
 - Certification Update
 - Kent Lane, DBE Supportive Services Program Manager
 - DBE Supportive Services Upcoming Events
5. ADOT Procurement Presentation - Valerie Erwin, Manager, CPPB
 - Procurement Procedures and Contracts
6. ADOT Audit and Analysis – Scott Olson, External Audit Supervisor
 - Rates and Preparation Steps
7. DBE Task Force Subcommittees Reports
 - Audit (Professional Services Only) - Margerie Green, Co-Chair
 - Prompt Pay (Professional Services and Construction) - Frank Rivera, Co-Chair
 - Procurement (Professional Services and Construction) - Millie Gonzales-Scott, Chair
 - Goal Setting - Ogbonna Abarikwu, Chair
8. Recommended Agenda Items and Announcements
9. Adjourn